

MME Seating Diagram: Day 3

Instructions on reverse—Complete all information—Please be accurate

District Code Testing School Name _____

Building Code Room Supervisor Name _____

Test Date (mm/dd/yy) / / Room Name/Number _____

Number of Testing Staff in Room

☐ Single-Level room ☐ Desks: WRITING SURFACE SIZE _____ INCHES BY _____ INCHES _____

☐ OR ☐ Multiple-Level room ☐ Tables: SIZE _____ FT BY _____ FT Number of examinees per table _____

Distance Between Examinees: Side-to-Side (shoulder-to-shoulder) _____ FT Front-to-Back (head-to-head) _____ FT

During Test Section A: Count examinees in the room _____

On the diagram, enter the serial number of Count the test booklets handed out in this room _____

test booklet distributed to each examinee. Used #s: A _____ B _____

FRONT OF ROOM (the direction examinees are facing)—ALL examinees in the room must face the SAME direction.

Test Supervisor: Return this form with your roster. Keep a copy for your records.

MME Seating Diagram Instructions: Day 3

1. During testing, all Room Supervisors must complete this form for their room even if only one examinee is in the room. Complete all information. Please be accurate.
2. Hand test booklets individually to each examinee present in sequential, serial number order. Do **not** skip serial numbers and do **not** assign a test booklet to an empty seat. If your room has a broken sequence of booklet numbers, distribute all booklets of the first sequence (A) before distributing booklets from the second (B) sequence (see example).
3. On the Seating Diagram, show where examinees are seated in relation to each other in the room—one examinee (seat) per square. If using tables, draw a circle around examinees seated at the same table. Stand at the front of the room (facing the examinees) and draw the diagram from that perspective. For test security, all examinees in the room must face the same direction—if they are **not**, document this by drawing an arrow inside the square for each seat to indicate the direction each examinee is facing in the room. If this diagram does **not** reasonably fit your room, complete the top half of the seating diagram, draw your own diagram on a separate sheet of paper and attach it to this form.
4. During Test Section A:
 - Record the number of examinees in the room.
 - Record the quantity and serial numbers of Day 3 test booklets distributed to examinees.
 - On the Seating Diagram, indicate each occupied seat by writing the examinee's test booklet number in the square that corresponds to the examinee's seat in the room. The number of occupied squares on the Seating Diagram must equal the number of examinees in the room for Test Section A.
 - Show unoccupied seats by drawing an X through them.
5. Examinees are to remain in their same seats for the entire session. If you must move someone to another seat after test booklets have been distributed, clearly indicate the original seat and the new seat on the diagram and explain the circumstances on the *MME Irregularity Report: Day 3*.
6. Crosscheck the booklet numbers and examinee counts you entered on this form with the numbers entered on your *MME Test Booklet Count Form: Day 3*.
7. Test Supervisor: Return this completed form with your *MME Testing Rosters*.

Example:

35000 00010	X	35000 00004	35000 00003
X	35000 00009	35000 00005	35000 00002
35000 000221	35000 00008	35000 00006	X
35000 000222	35000 00007	X	35000 00001

Test Booklets used:

Sequence A: 3500000001–3500000010

*Sequence B: 3500000221–3500000222

← In this example, examinees are seated at tables with two examinees per table (see #3 above).